

CONFIDENTIAL

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COPY NO. 58

22 July 1946

CENTRAL INTELLIGENCE GROUP

25X1A

C. I. G. ADMINISTRATIVE [REDACTED]

ORGANIZATION AND FUNCTIONS OF THE EXECUTIVE OFFICE

25X1A

Reference: C.I.G. [REDACTED]
"Reorganization of the
Central Intelligence Group",
19 July 1946.

1. Reference above established the EXECUTIVE OFFICE of the Central Intelligence Group.

2. The Executive Office will be organized initially as follows:

- a. Office of the Executive Director
- b. Control Branch
- c. NIA Secretariat
- d. Operations Branch
- e. Personnel and Administrative Branch

3. The Executive Office will operate under the direction of the Executive Director who will act as the executive and staff coordinator for the Director of Central Intelligence, and as the principal staff officer of the Central Intelligence Group to control and coordinate its activities. All completed action papers and all matters requiring a decision by the Director will be processed through the Executive Office. This directive will not prevent members of C.I.G. from discussing matters directly with the Director or Deputy Director. However, the Executive Director will be informed without delay of the results of these interviews and decisions made thereat. The Executive Director will be assisted by an Assistant Executive Director who will perform such duties as may be assigned by the Executive Director and will act for the Executive Director in his absence [REDACTED]

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4. The Control Branch, Executive Office, will be ultimately organized into three divisions as follows:

- a. Foreign Liaison
- b. Departmental Liaison
- c. Public Relations and Legislative Liaison

The Control Branch, under the direction of an Executive for Control, will act for the Executive Director in matters involving contracts and liaison with participating governmental agencies and with accredited representatives of foreign governments in the United States and will coordinate the working liaison arrangements of C.I.G. activities with them. The Control Branch will also act in matters concerning public relations, press releases, publicity and legislation.

5. The Secretariat, NIA, under the direction of the Secretary, NIA, will furnish the secretarial services for the National Intelligence Authority and the Intelligence Advisory Board, in accordance with paragraph 10 of NIA Directive [REDACTED] The Secretary, NIA, will also function as Assistant to the Executive for Operations (see paragraph 6).

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6. The Operations Branch, under the Executive for Operations, will be ultimately organized into two divisions as follows:

- a. Operations Division
- b. Advisory Council

The Operations Division will act in a staff capacity to control, coordinate and supervise the activities of the C.I.G., and to coordinate plans and policies affecting the internal operations of C.I.G.

The Advisory Council will coordinate the preparation of briefs, summaries, and other data for the Director of Central Intelligence involving his participation in and appearances before governmental committees, groups, boards, etc.

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7. The Personnel and Administrative Branch, under the Executive for Personnel and Administration, will ultimately be organized into six divisions as follows:


- a. Finance
- b. Communications
- c. Services
- d. Personnel
- e. Security
- f. Special Operations

The Personnel and Administrative Branch will control all budget and fiscal matters. It will provide complete communication service and central files and records. It will provide complete administrative services to include logistical support, reproduction facilities, and translation. It will prescribe property accounting procedures. It will procure and train personnel, allocate positions, and provide all other necessary personnel service to include medical service. It will provide for the security of C.I.G. personnel and installations in accord with the overall security measures prescribed by the Office of Collection.

8. The Executive Office will commence operations with the least practicable delay and assume its contemplated functions as rapidly as availability of personnel will permit.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Colonel, CAC
Executive for Personnel and
Administration.

Distribution:
Intelligence Advisory Board
C.I.G. Office and Branch Chiefs.

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7. The Personnel and Administrative Branch, under the Executive for Personnel and Administration, will ultimately be organized into six divisions as follows:


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The Personnel and Administrative Branch will control all budget and fiscal matters. It will provide complete communication service and central files and records. It will provide complete administrative services to include logistical support, reproduction facilities, and translation. It will prescribe property accounting procedures. It will procure and train personnel, allocate positions, and provide all other necessary personnel service to include medical service. It will provide for the security of C.I.G. personnel and installations in accord with the overall security measures prescribed by the Office of Collection.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Colonel, CAC
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EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS HAVING BEEN RESCINDED
ARE NOT EFFECTIVE AFTER 1, JULY, 1947

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The Control Branch, under the direction of an Executive for Control, will act for the Executive Director in matters involving contracts and liaison with participating governmental agencies and with accredited representatives of foreign governments in the United States and will coordinate the working liaison arrangements of CIG activities with them. The Control Branch will also act in matters concerning public relations, press releases, publicity and legislation.

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6. The Operations Branch, under the Executive for Operations, will be ultimately organized into two divisions as follows:

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- b. Advisory Council

The Operations Division will act in a staff capacity to control, coordinate and supervise the activities of the CIG, and to coordinate plans and policies affecting the internal operations of CIG.

The Advisory Council will coordinate the preparation of briefs, summaries, and other data for the Director of Central Intelligence involving his participation in and appearances before governmental committees, groups, boards, etc.

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